

DD/S&T #2724-68
11 July 1968

MEMORANDUM FOR: Administrative Officer, OCS
Administrative Officer, OEL
Administrative Officer, FMSAC
Administrative Officer, OSI
Administrative Officer, OSA
Administrative Officer, OSP
Administrative Officer, ORD

SUBJECT : Designation of Assistant Classification Officer

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1. HR [REDACTED] requires that each Office within the Directorate designate an Assistant Classification Officer. This position generally is assumed by either a Records Officer or an Area Top Secret Control Officer, although this is not mandatory.

2. The name of your designee, complete with grade and title, is to be forwarded via Chief, Administrative Support Staff, DD/S&T, to the CIA Classification Officer, Attention: [REDACTED] If further information is needed, please contact the undersigned or [REDACTED] extension 7787. Your response by COB, 19 July, would be appreciated.

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Chief, Administrative Support Staff

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1 en Addressee

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